

User manual for authentication screen

Version 1.1

Contents

1. Initial password setting of NTT Communications Business Portal P2

- STEP 1-1 Receive a starting guide e-mail from Portal
- STEP 1-2 Click the URL written in the starting guide e-mail
- STEP 1-3 Enter information for identification
- STEP 1-4 Set initial password

2. Login to Portal P8

- STEP 2-1 Access to Portal
- STEP 2-2 Enter ID(e-mail address)
- STEP 2-3 Enter password
- STEP 2-4 Agree to Terms of Use

3. Change or reset password of Portal P12

- STEP 3-1 Access to Portal
- STEP 3-2 Click the link 「Forgot password?」
- STEP 3-3 Enter information for identification
- STEP 3-4 Receive a password resetting e-mail from Portal
- STEP 3-5 Reset password

4. If you have problems P17

- (1) If password registration URL((A) in Figure4-1) is expired
- (2) If password resetting URL((A) in Figure4-2) is expired

1. Initial password setting of NTT Communications Business Portal

(Video tutorials: <http://youtu.be/SjCR1Gp4PiA>)

STEP 1-1 Receive a starting guide e-mail from Portal

- ① A starting guide e-mail will be sent from Portal to your e-mail address (*1) registered in advance.
(*1) It is the e-mail address registered on Portal in advance.
- ② The details of starting guide e-mail are as follows.(Figure1-1)

Please click the password registration URL((A) in Figure1-1) to set your initial password.

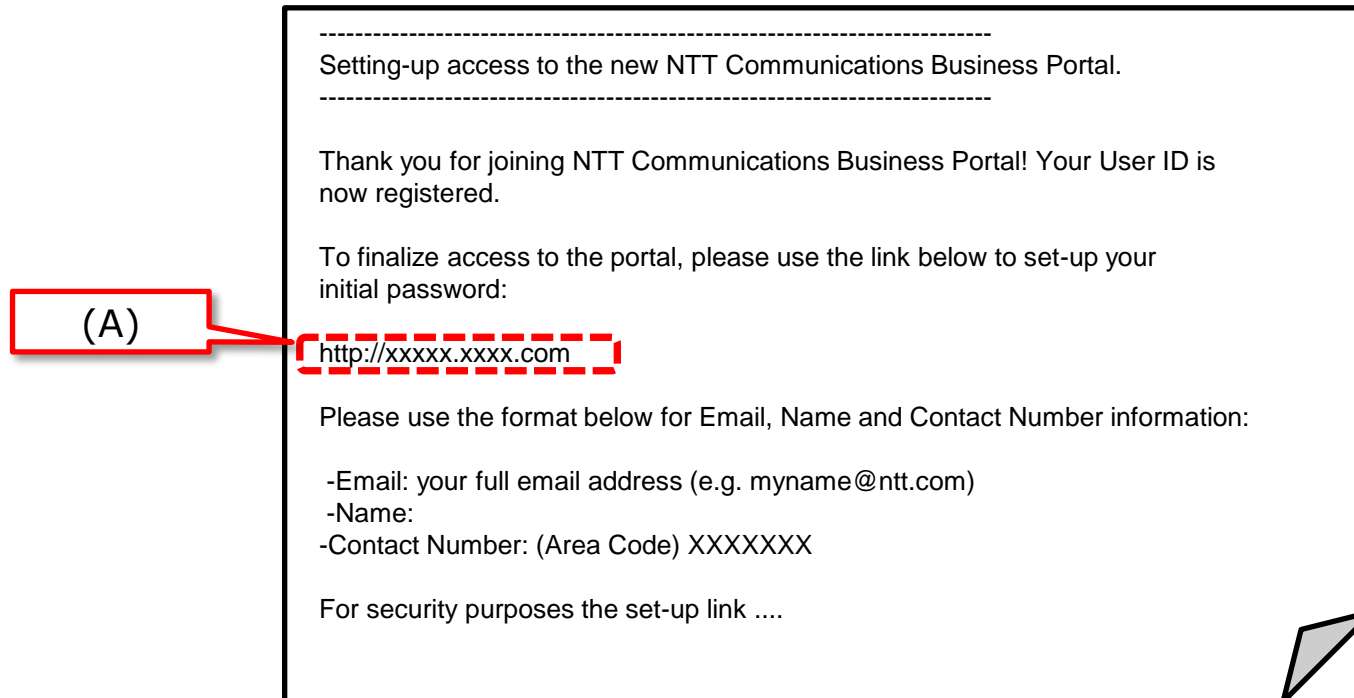
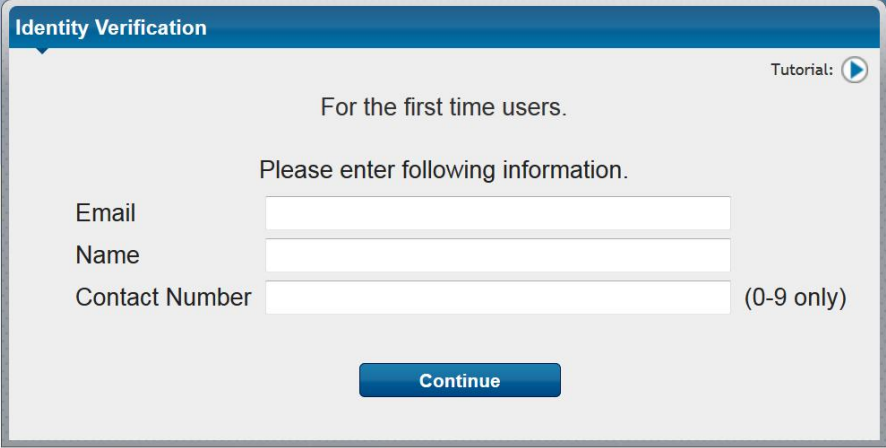


Figure1-1. Details of starting guide e-mail

STEP 1-2 Click the URL written in the starting guide e-mail

Click password registration URL((A) in Figure1-1), you will be asked to provide information for identification.
(Figure1-2)

※For security reason, you will be asked to provide information for identification before setting initial password.

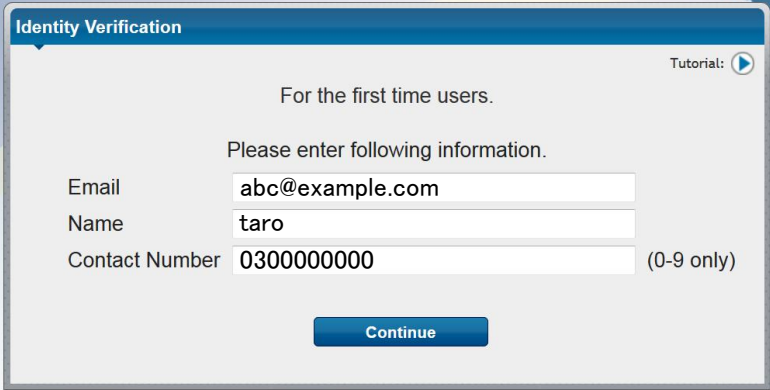


The image shows a web-based 'Identity Verification' dialog box. The title bar is blue with the text 'Identity Verification'. Inside the dialog, the text 'For the first time users.' is centered. Below it, the instruction 'Please enter following information.' is also centered. There are three input fields: 'Email', 'Name', and 'Contact Number'. The 'Contact Number' field has a note '(0-9 only)' to its right. At the bottom center of the dialog is a blue button labeled 'Continue'. In the top right corner of the dialog, there is a 'Tutorial:' label followed by a play button icon. The background of the entire screen shows a world map with a yellow line indicating a path.

Figure1-2. Identification screen

STEP 1-3 Enter information for identification

- ① Enter following information on the identification screen.
 - 1) e-mail address
 - 2) name
 - 3) contact telephone numberItems described above are the information registered on Portal.
- ② After you complete the forms, click [Continue] button to confirm identification. (Figure1-3)
When you are identified, password setting screen will be displayed.(Figure1-4)



Identity Verification

Tutorial: [▶](#)

For the first time users.

Please enter following information.

Email

Name

Contact Number (0-9 only)

[Continue](#)

Figure1-3. Identification screen

STEP 1-4 Set initial password

Portal uses matrix authentication^(*) which is one of the one-time password methods.

(*) Matrix authentication is an authentication method, where you first choose the square location and order, and for authentication customers choose the numbers located on the square which the customers decided in advance.(Figure1-4)

※The number on each matrix cell changes each time.

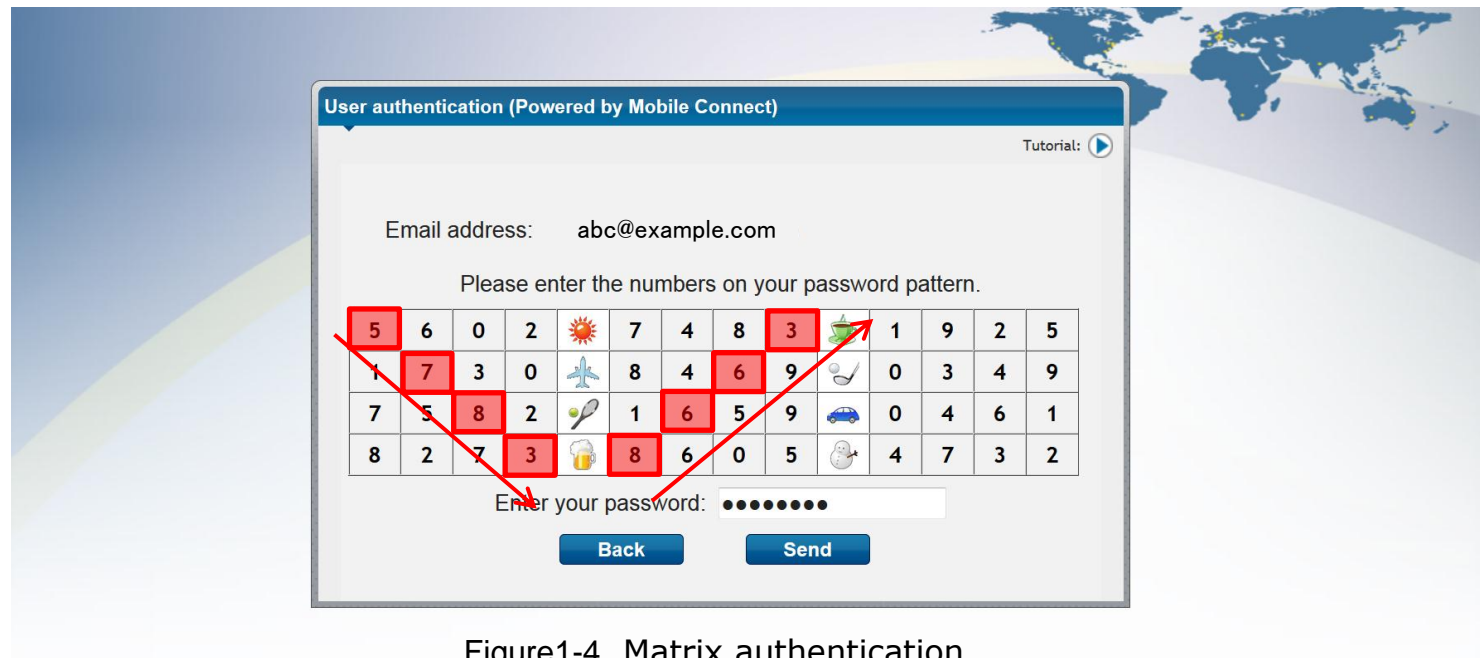


Figure1-4. Matrix authentication

The following is the procedure of initial password setting.

① Password setting

Click on password pattern in order from (A),(B) and (C) areas.(Figure1-5) You need to set eight or more places on the matrix below.(Figure1-5) After finishing password pattern setting, please click [Register] button. Initial password setting confirmation screen will be displayed.(Figure1-7)

※When you set password pattern, you can click on the same square for several times. In that case, the largest number will be displayed on the square. For example, with first to eighth clicks on the same square, 8 will be displayed on the square. (Figure1-6)

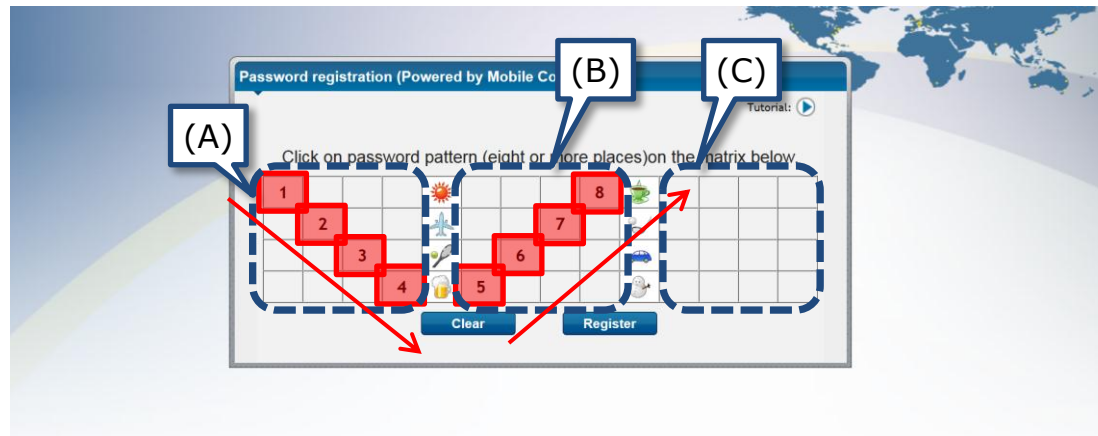


Figure1-5. Initial password setting screen

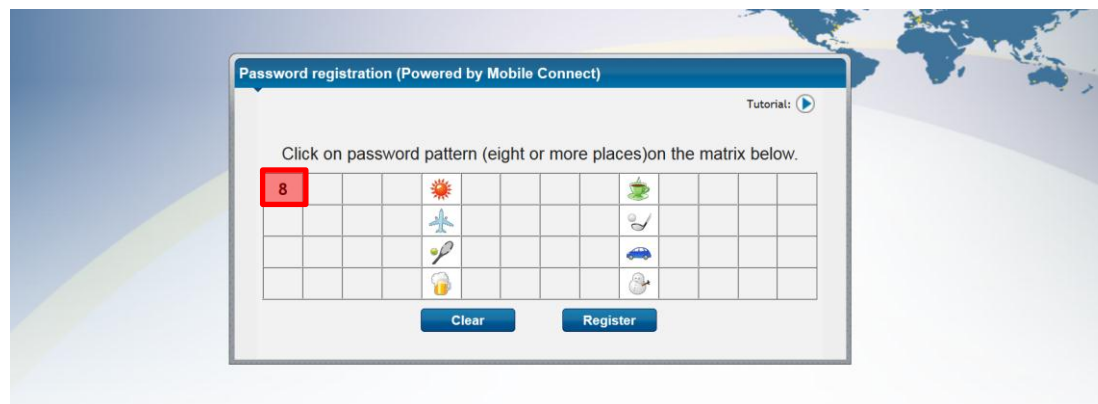


Figure1-6. Initial password setting screen(click on the same square for eight times)

- ② Confirm your initial password setting on the confirmation screen (Figure1-7), and then click [Confirm] button to finish password setting. Password setting completion screen will be displayed.(Figure1-8)
※You need to remember your password pattern so that you can access Portal.

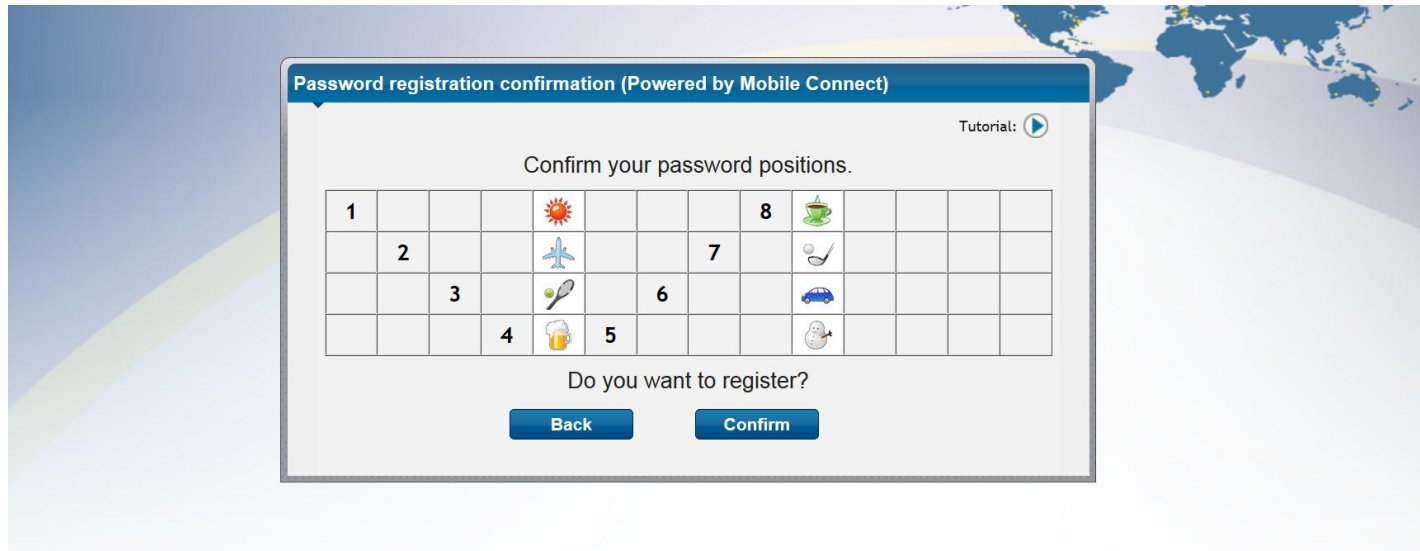


Figure1-7. Initial password setting confirmation screen

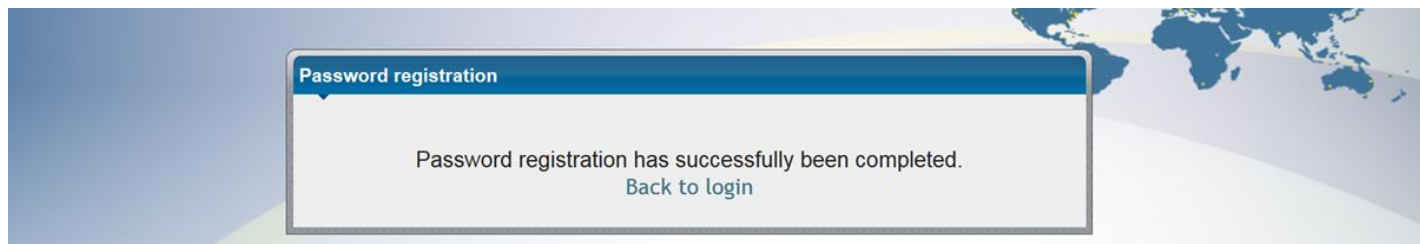


Figure1-8. Password setting completion screen

2. Login to Portal

STEP 2-1 Access to Portal

Type the URL(<https://b-portal.ntt.com>) to access Portal. User ID(e-mail address) entry screen will be displayed.(Figure2-1)

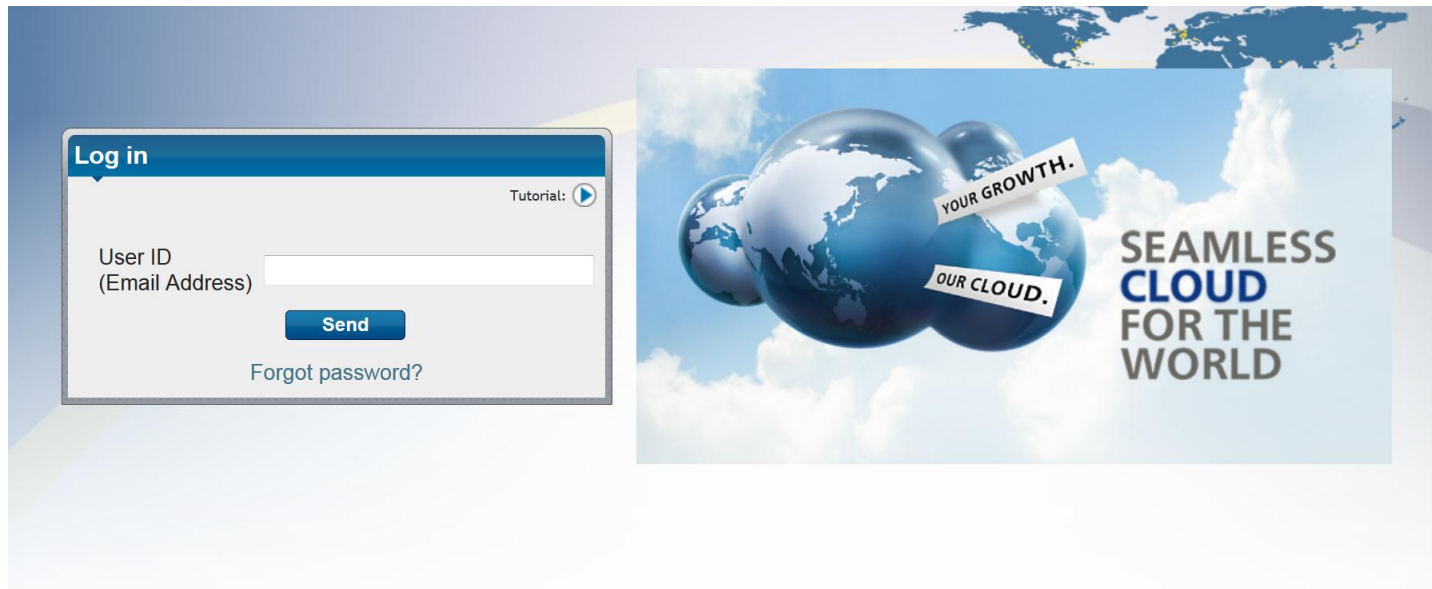


Figure2-1. User ID(e-mail address) entry screen

STEP 2-2 Enter ID(e-mail address)

On the User ID(e-mail address) entry screen, fill out your ID(e-mail address) registered in advance (Figure2-2), and click [Send] button. Matrix authentication screen will be displayed. (Figure2-3)

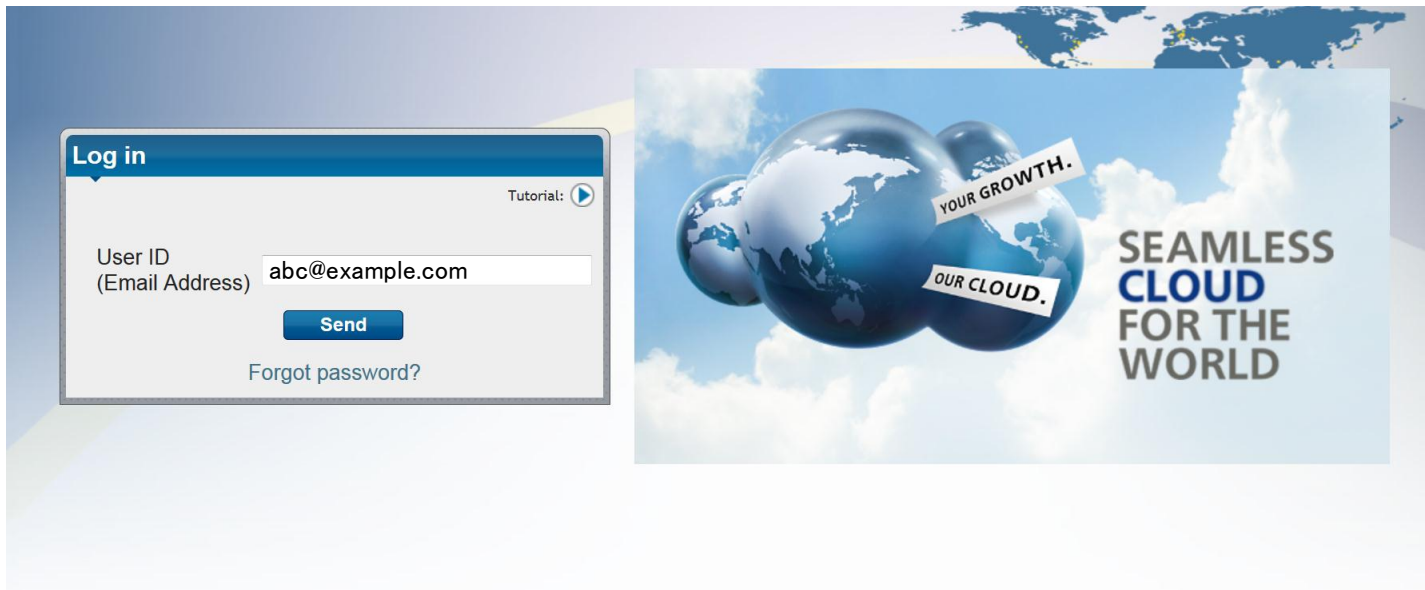


Figure2-2. User ID(e-mail address) entry screen

STEP 2-3 Enter password

On the matrix authentication screen, please enter the numbers located on the matrix table which you have registered in the password setting, and click [Send] button.

User authentication (Powered by Mobile Connect)

Email address: abc@example.com

Please enter the numbers on your password pattern.

5	6	0	2	☀️	7	4	8	3	🍷	1	9	2	5
1	7	3	0	✈️	8	4	6	9	🎯	0	3	4	9
7	5	8	2	🍀	1	6	5	9	🚗	0	4	6	1
8	2	7	3	🍺	8	6	0	5	🐼	4	7	3	2

Enter your password: ●●●●●●●●

Back Send

Figure2-3. Matrix authentication screen

STEP 2-4 Agree to Terms of Use

Logging into the Portal for the first time, Terms of use will be displayed (Figure 2-4). Please read it carefully, click on the checkbox, and press [Agree] button.

And then Top page of Portal will be displayed. (Figure 2-5)
It means login succeeded.

Terms of Use

Please read the following terms of use of this portal carefully. To agree to them, click on the checkbox below and press [I Agree] button, and then proceed. If you do not agree to them, press [I Disagree] button to logout.

Terms of Personal Information Protection
regarding Customer Portal

Article 1. Definition
This Terms of Personal Information Protection regarding Customer Portal ("Terms") stipulates the matters relating to the handling of user information regarding the customer portal ("Portal Service") provided by NTT Communications Corporation ("we", "our" or "us").

Article 2. Types of Personal Information to be Acquired and the Means of Acquisition
Through the customers that has executed a Portal Service contract with us ("Party to Portal Contract") or through the Portal User who accesses to the portal site (defined below), we will acquire the email address, telephone number, and name (collectively, "Personal Information") of each person who uses the Portal Service by logging into the portal site of the Portal Service ("Portal User").

Article 3. Use of Personal Information
3.1 We will share and jointly use the Personal Information within our company (including branches, business offices and others) and with our affiliates (collectively, "Our Group") in order to enable the Portal User to log into the Portal Site and use the Portal Service in all of the countries and the areas where we provide the Portal Service (Japan, the United States, the United Kingdom, Singapore and other countries and areas where Our Group is located).

☒ I agree to the above Terms of Use.

Disagree Agree

Figure 2-4. Terms of use

Top page of Portal

Figure 2-5. Top page of Portal

3. Change or reset password of Portal

(Video tutorials: <http://youtu.be/1gdzlbkJI1I>)

STEP 3-1 Access to Portal

Type the URL(<https://b-portal.ntt.com>) to access Portal. User ID(e-mail address) entry screen will be displayed.(Figure3-1)

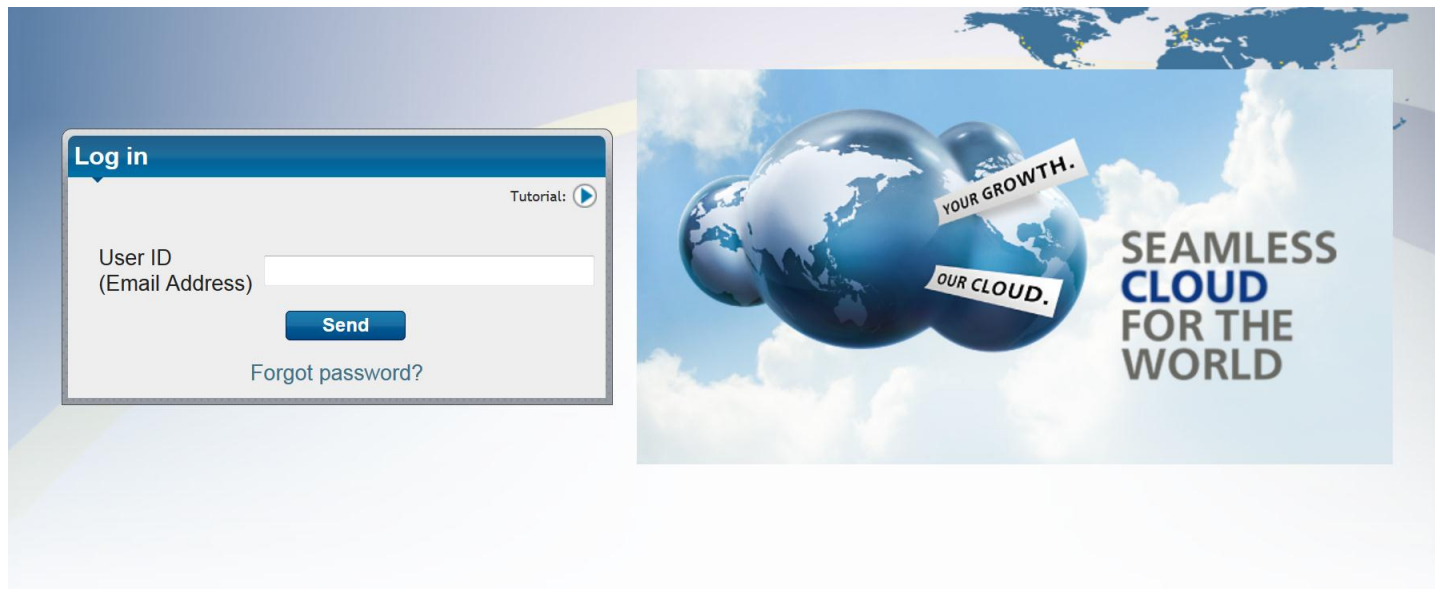


Figure3-1. User ID(e-mail address) entry screen

STEP 3-2 Click on the link [Forgot password?]

Click on the link [Forgot password?] on the identification screen (Figure3-1) , you will be asked to provide information for identification. (Figure3-2)

※For security reason, you will be asked to provide information for identification before you reset password.

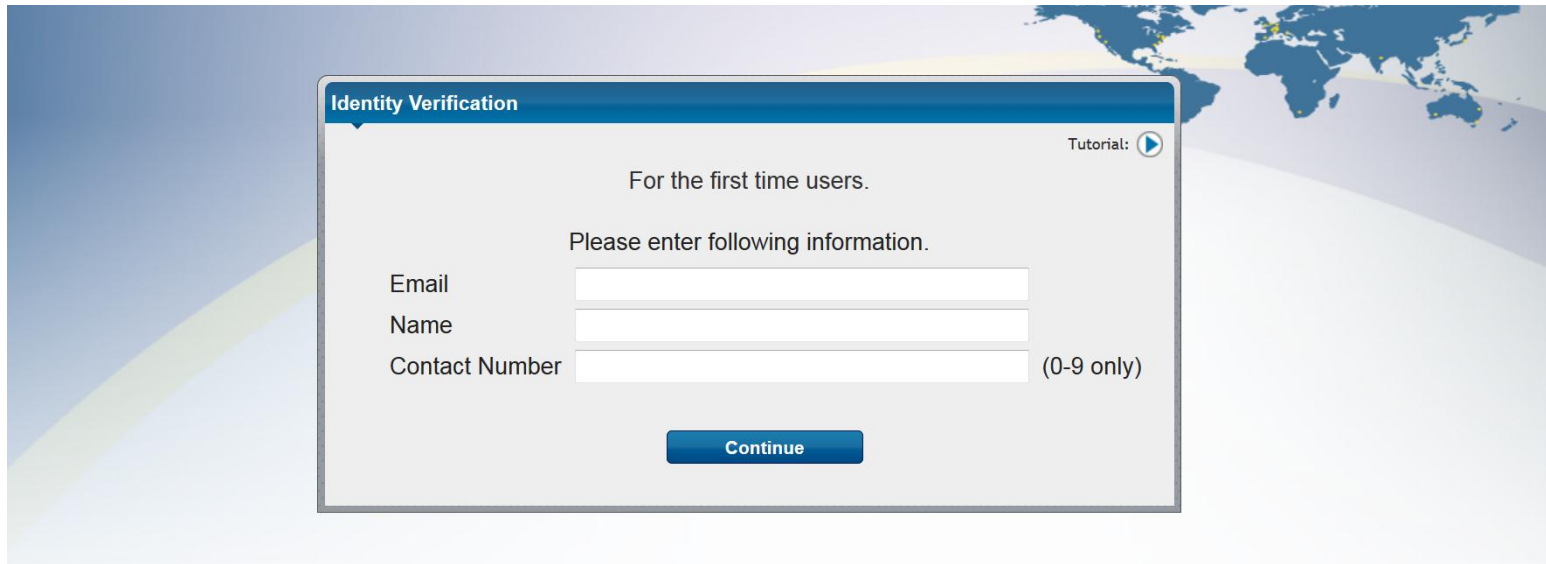
The image shows a web-based 'Identity Verification' form. The form has a blue header bar with the title 'Identity Verification' and a 'Tutorial:' link with a play button icon. Below the header, the text 'For the first time users.' is displayed. The main instruction is 'Please enter following information.' followed by three input fields: 'Email', 'Name', and 'Contact Number'. The 'Contact Number' field has a note '(0-9 only)' to its right. A blue 'Continue' button is located at the bottom of the form. The background of the page features a world map and abstract blue and green shapes.

Figure3-2. Identification screen

STEP 3-3 Enter information for identification

- ① Enter following information to the identification screen. (Figure3-3)
 - 1) e-mail address
 - 2) name
 - 3) contact telephone numberItems described above are the information registered on Portal.
- ② After you complete the form, click [Continue] button to confirm identification. When you are identified, a password resetting e-mail will be sent from Portal to your e-mail address. (Figure3-4)

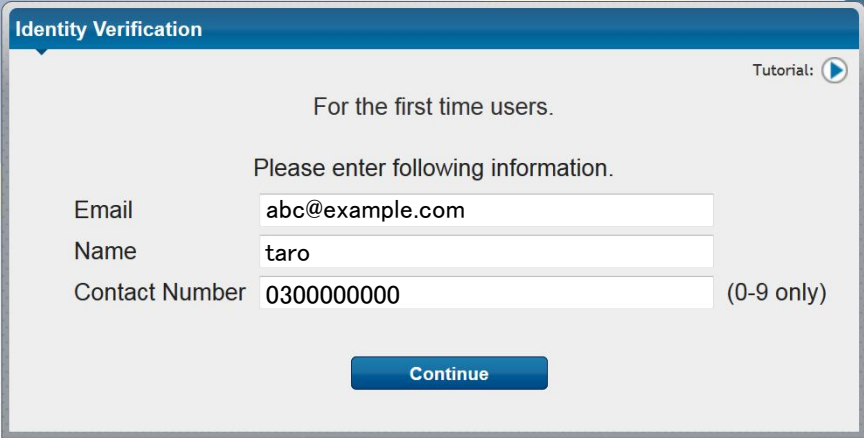


Figure3-3. Identification screen

STEP 3-4 Receive a password resetting e-mail from Portal

- ① A password resetting e-mail will be sent from Portal to your e-mail address (*3) registered in advance.
(*3) It is the e-mail address registered on Portal in advance.
- ② The details of password resetting e-mail are as follows.(Figure3-4)

Please click the password resetting URL((A) in Figure3-4) to reset your password.

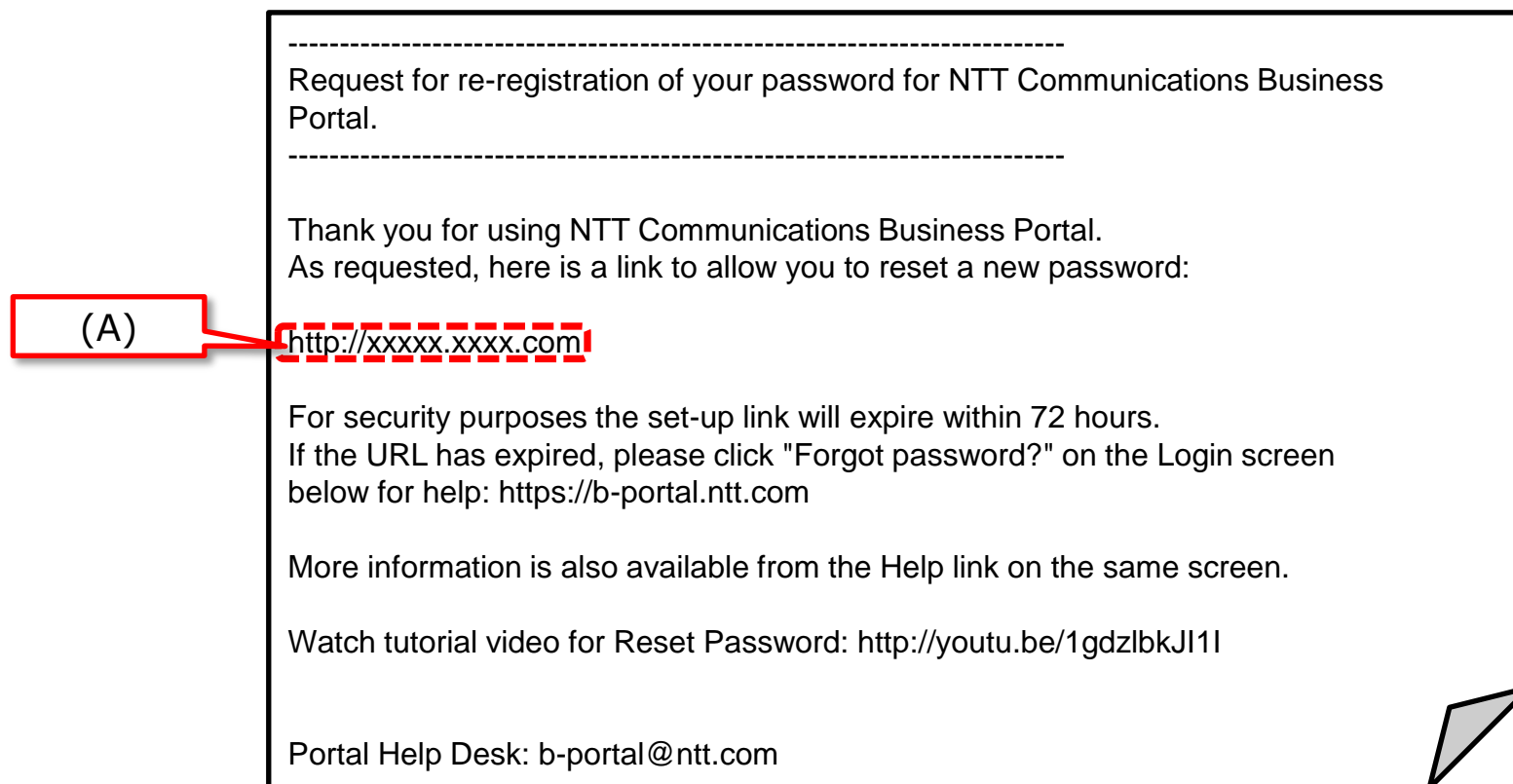


Figure3-4. Details of password resetting e-mail

STEP 3-5 Reset password

When you click on password reset URL ((A) in Figure3-4), password resetting screen will be displayed. (Figure3-5)
The steps of the password resetting are the same as [initial password setting]. (Page6,Page7)

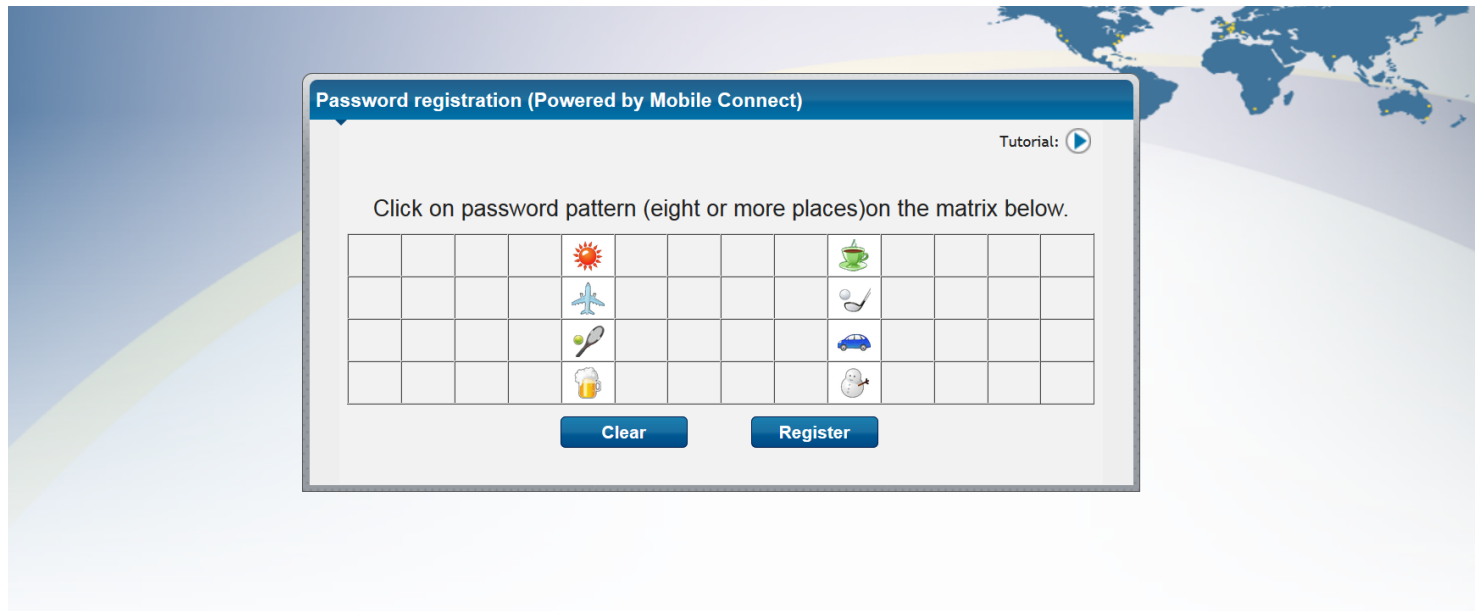


Figure3-5. Password reset screen

4. Eliminating problems

(1) Password registration URL((A) in Figure4-1) is expired

If the password registration URL ((A) in Figure4-1) in the starting guide e-mail is expired, please try the same thing as “Click the link [Forgot password?]” on page 13 to page 16 of this manual.

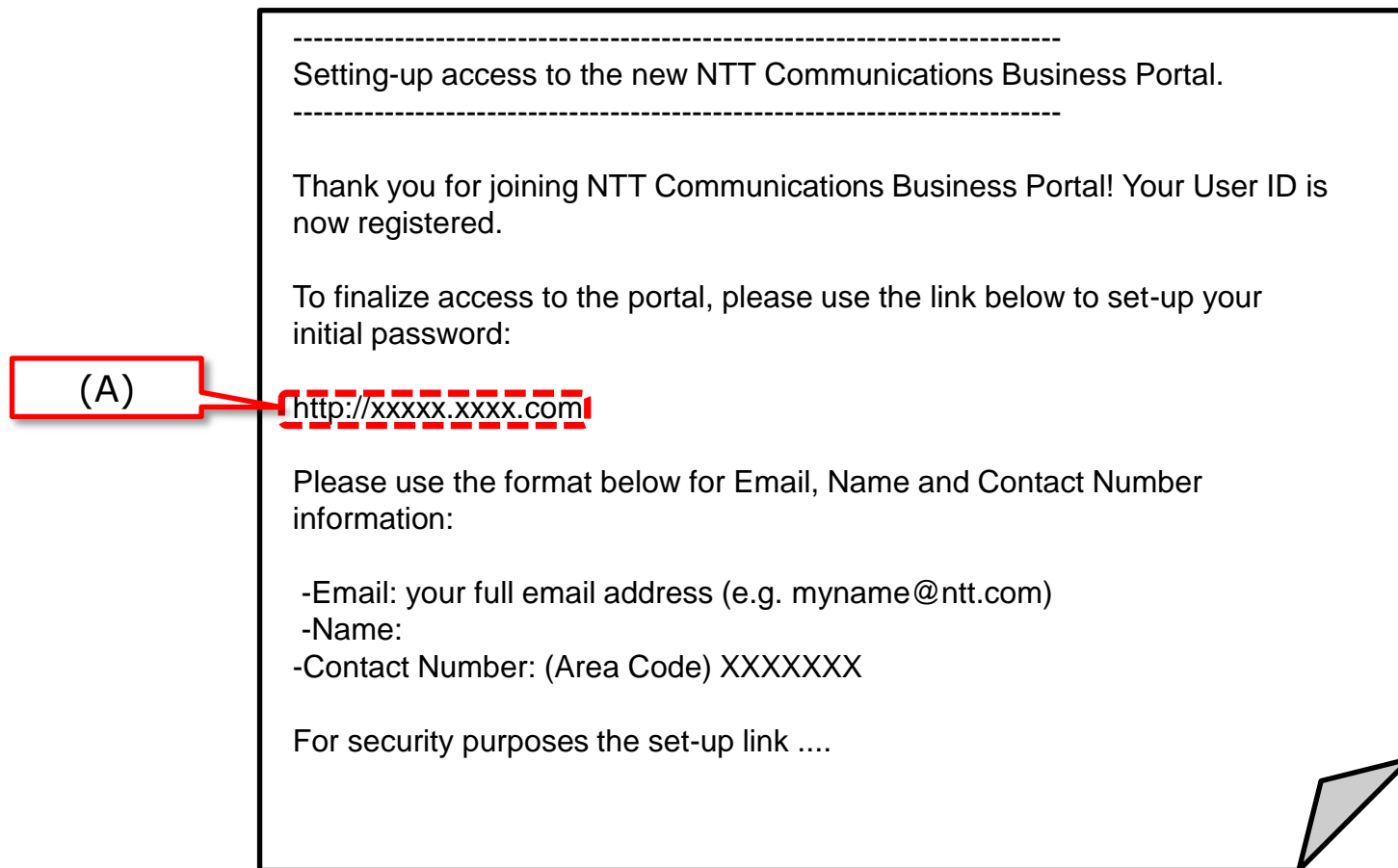


Figure4-1. Details of starting guide e-mail

(2) Password resetting URL((A) in Figure4-2) is expired
(Video tutorials: <http://youtu.be/1gdzlbkJI1I>)

If the password resetting URL ((A) in Figure4-2) in the password resetting e-mail is expired, please try the same thing as “Click the link [Forgot password?]” on page 13 to page 16 of this manual.

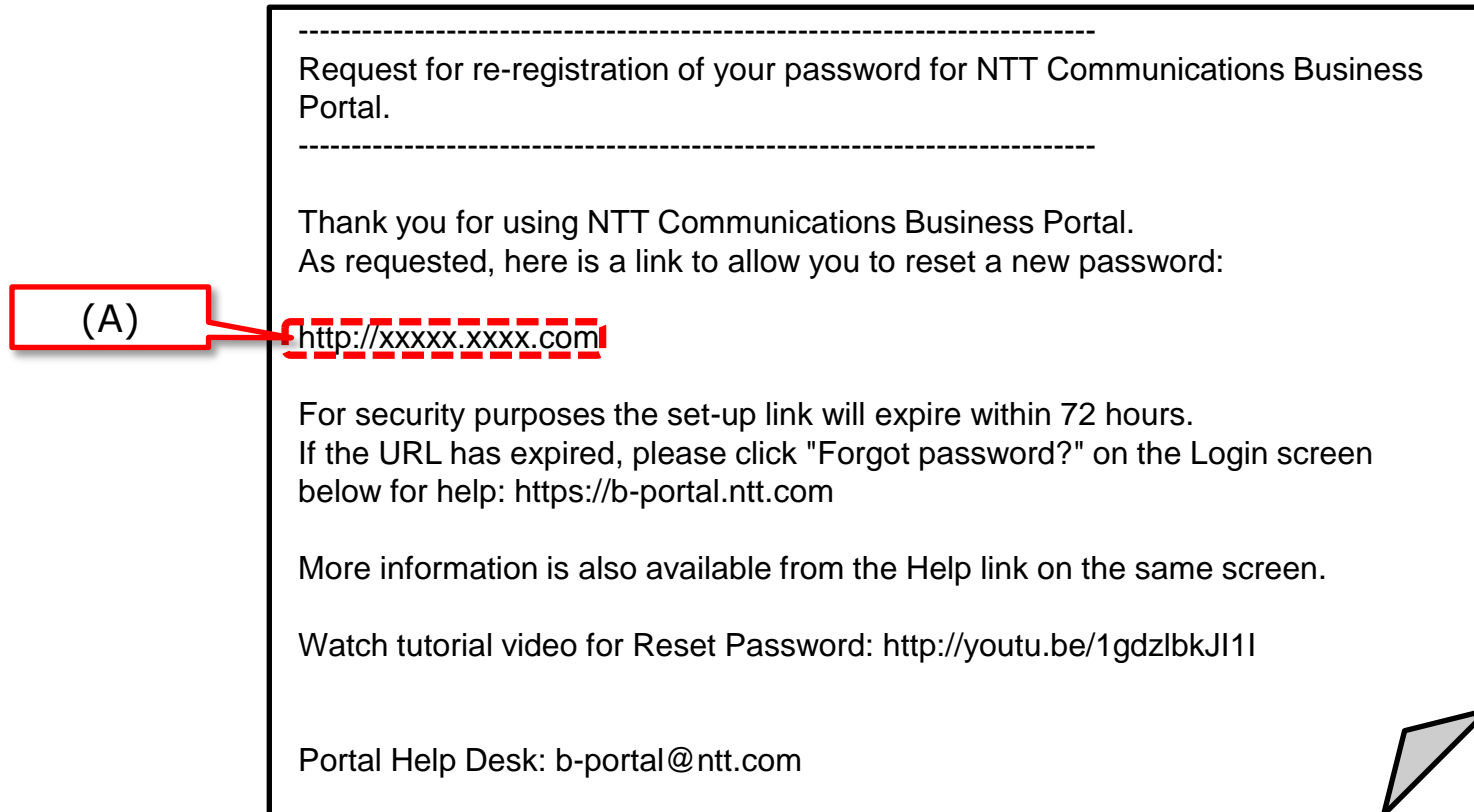


Figure4-2. Details of password resetting e-mail